

Board and Committee Members' Code of Conduct

Date created: September 17, 2004

Date approved: October 30, 2004, October 29, 2018

Date last reviewed: November 3, 2007, October 23-24, 2009, November 1, 2013, and September 17, 2017, October 29, 2018

Category: Board

File code: Bd13/Policies/Bd12 - Board & Comm Members' Code of Conduct – Oct18

Authority: *Health Professions Act*, sections 16, 17.11 and 18.

Background:

The Board is responsible for governing, controlling and administering the affairs of the College in accordance with the *Health Professions Act*, the Dietitians Regulation and the College bylaws. To instill confidence among the public and other partners in the Board's ability to fulfil its responsibilities, Board and Committee members are required to demonstrate a high standard of conduct.

Policy:

Each Board member must:

1. Take and sign, by oath or solemn affirmation, an Oath of Office prescribed by the minister (Appendix 1):
 - within 45 days after the Registrar issues the Certificate of Election (Appendix 2) for Board members elected by vote or acclamation, and
 - within 45 days after the effective date of appointment for Board members appointed by the government.

Each Board and Committee member must:

1. Read this Code of Conduct. Within two weeks of the commencement of his/her term, the Board/Committee member will sign the Code of Conduct Declaration (Appendix 2). The original is kept in the College office file.
2. Comply with the law by:
 - acting in full compliance with the letter and spirit of the *Health Professions Act*, Dietitians Regulation and College bylaws;
 - adhering to College policies;
 - acting in an ethical and legal manner at all times; and
 - avoiding any situation which could be perceived as improper or indicate a casual attitude towards compliance.
3. Complete the interest disclosure form. At each Board meeting or email ballot decision, fully disclose any circumstance that is a real or perceived conflict of interest, including situations that could benefit personal finances, business dealings, family, friends or organizations with which he/she is associated, and:
 - declare any conflict of interest to the Chair, Board or Committee, outline the conflict, and abide by any decision of the Board or Committee on the matter.

- if it is determined that a conflict of interest exists, refrain from discussion or decision on the matter or influencing the outcome (he/she may choose to withdraw from the meeting for the agenda item).

Note: The disclosure and abstention from discussion and voting will be recorded in the Minutes.

4. Maintain the confidentiality of College business, documents and decision processes and, regardless of his/her personal viewpoint, maintain solidarity with decisions reached, and:
 - act with honesty and integrity at all times.
5. Perform his/her Board and/or Committee duties in a responsible and diligent manner, and:
 - attend meetings;
 - be prepared for meetings, having read pre-circulated material prior to the meeting;
 - interact in meetings in a courteous, respectful and non-discriminatory manner;
 - contribute to discussions and decision-making in a positive, constructive manner;
 - make no attempt to exercise individual authority or undue influence over other Board or Committee members or the Registrar;
 - work with the Board and/or Committee to develop and monitor policy; rely on the Registrar to implement policy;
 - advise the Chair of any action that may adversely affect the Public's or Registered Dietitian's perception of the College, or any action that could expose the College to a liability claim;
 - make the best decisions possible, in the Public's interest; and
 - in accordance with bylaw 7(4), an elected Board member may be removed from the Board by a special resolution.
6. Refer all requests for College comment to the Board Chair or Registrar.

Appendix 1

**College of Dietitians of BC Board Members'
Oath of Office**

I do solemnly affirm that I have a duty to act honestly and that I will:

- abide by the *Health Professions Act* and I will faithfully discharge the duties of the position, according to the best of my ability;
- act in accordance with the law and the public trust placed in me;
- act in the interests of the College as a whole;
- uphold the objects of the College and ensure that I am guided by the public interest in the performance of my duties;
- declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest; and,
- ensure that other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing my duty as a Board member.

Signatures

(FULL LEGAL NAME - PRINTED) _____

Witness

Joanie Bouchard, *Registrar*,

Board Member's Signature

(Date)

Vancouver, BC

Appendix 2

Board and Committee Members'

Code of Conduct Declaration

I, _____, a member of the Board and/or Committee(s) of the College of Dietitians of British Columbia:

- have read the Board and Committee Members Code of Conduct policy (attached) and agree to uphold the principles embedded in the Code;
- have read the definitions of Conflict of Interest (below) and agree to disclose any real or perceived conflicts of interest:
 - A conflict of interest arises when my personal interests, not limited to financial or monetary interests, including those of my immediate family, are furthered by the performance of my official College duties.
- agree to maintain the confidences of College documents and discussions with respect to matters affecting the privacy of Registered Dietitians and all other business of the College; and,
- agree to uphold the principle that, while the College values diversity of opinion and expression in the process of reaching decisions, decisions of the College are binding.

Signature

Date

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

**BD-12 BOARD AND COMMITTEE MEMBER'S CODE OF CONDUCT
INTEREST DISCLOSURE STATEMENT**

The personal information on this Interest Disclosure Statement is collected because you have been elected or nominated on a Board or Committee of the College of Dietitians of British Columbia. The information obtained in this form will be used to verify that you have no conflict of interest that could interfere with your function as a Board or Committee member of the College and determine what, if any, steps may be taken to resolve any actual, potential or perceived conflicts of interest that may arise. If you have questions about the collection of your personal information, you may contact the College's Registrar by telephone (604 736-2016), or in writing to:

Joanie Bouchard
College of Dietitians of British Columbia
409, 1367 West Broadway
Vancouver, BC V6H 4A7
jbouchard@collegeofdietitiansbc.org

Candidate's Name: _____

A conflict of interest exists if a reasonable person would think that there is a realistic possibility that your personal or private interest or outside duty would have an improper influence on your decisions or actions as a Board or Committee member of the College.

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family oriented.

A conflict of interest may arise from directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional associations with the College; professional or personal associations or relationships with other organizations or groups; or family relationships.

An actual or potential conflict of interest does not necessarily prevent you from contributing and being on the Board or Committee. However, Board and Committee members have a duty to declare any actual or potential conflicts of interest, including any conflicts that may materialize at any time during their terms of office, and they must take steps to resolve any conflicts arising in a way that protects the interests of the College and the public interest.

For example, if a Board or Committee member has a pecuniary interest in a proposed contract or transaction to be undertaken by the College, the Board member:

- Must disclose the interest and the nature of the interest;
- Must not take part in discussion or voting on the matter;
- Must not attempt to influence voting on the matter; and
- Must leave the meeting while the matter is being considered, if that portion of the meeting is held in *camera*.

Board members must also rescue themselves from participating in any regulatory decision in which they have an actual conflict of interest.

Please fully disclose any existing duty or interest that might conflict with the interests of the College or your duties as a Board or Committee member of the College, including any existing duty or interest that could reasonably be expected to give rise to a public perception of conduct.

**THE COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
INTEREST DISCLOSURE FORM**

SECTION 1. IDENTIFICATION

Last Name:	First Name:
Role at CDBC:	

- I read Bd-12 policy and I understand that the information is necessary for the College to fulfill its mandate and that my personal information will be protected in accordance with FIPPA/PIPA.
- I agree to update this form as soon as new relevant information or relationships need to be disclosed.

SECTION 2. INTEREST

1. Professional activities as an employee/consultant/contractor

Description, start/end date:

ATTESTATION AND SIGNATURE

I (full legal name), _____, attest that the information provided on this Interest Disclosure Statement is accurate and complete, to the best of my knowledge.

Signature

Date